

How to Use PRF46, Management Consultants, Program Coordinators and Planners Services Statewide Contract

Contract #: PRF46

Contract Duration: 12/28/2010 to 12/31/14

MMARS #: PRF46*

Options to renew: 1 option of 1 year through 12/31/15

Contract Manager: Sorraia Tavares - 617-720-3304 sorraia.tavares@state.ma.us

This contract contains: Small Business Purchasing Program (SBPP), Supplier Diversity Office (SDO) Prompt Payment Discount (PPD) Programs

Contract Summary

Contract awards are for specialized services such as: Economics, Education, Engineering, Health and Social Services, Strategic Sourcing, Transportation, Financial Services, Energy, and the Environment. The contract may be expanded or further limited to the types of services which may be covered or required in the future. This may be done either by amendment or by "open enrollment" at any time during the term of the contract, including any extension periods when it is determined to be in the best interests of the Commonwealth.

Benefits and Cost Savings

- Maximum rates have been established for reference against an RFQ, Quick Quote or any negotiations;
- Soliciting quotes from at least three vendors is required prior to issuing an order*;
- Savings achieved through Statements of Work (sub-agreements) with listed deliverables & budget limits;
- Project Based Pricing, using contract hourly rates, will include all related ancillary project services;
- Ancillary costs in a Statement of Work cannot be exceeded once established and agreed upon;
- Vendors have local, regional, national and international experience;
- Vendor client base includes small and large clients who have a local and national presence;

*Exemption to this requirement has to be given by the Contract Manager for very specialized services.

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;

03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options (All Categories)

Purchase Options: Purchases made through this contract will be direct outright purchases.

Compensation Structure/Pricing & Expenses:

Negotiations: Hiring Entities are entitled to negotiate down the maximum rates provided under this contract. Hiring entities should never pay higher rates than the maximum rates under this contract.

Maximum rates include: price charged for an individual's work, materials including copying and printing, ALL TRAVEL considerations, communications costs, overhead rates, overtime – including weekend and holidays, and other ancillary charges. Rates charged for "work per ____" are based on Individual per hour; and Individual per day.

Project Based Pricing: Contractors might be asked by a Hiring Entity to provide a project based price instead of what has been established by the maximum billing rates provided under this contract, however, the basis of a project based price will be predicated on the "work per ____" basis referenced herein. Under such requests contractors **must include** any and all ancillary services in the project price. Hiring Entities under no circumstance will pay additional invoices related to project based procurement.

Payments: The Hiring Entity may require work be paid in increments, as agreed upon deliverables are completed. All billing must be addressed to and with the Hiring Entities providing a breakdown of costs as required.

General Quotes: Hiring Entities are required to solicit quotes from at least three contractors prior to issuing an order. Exemption to this requirement has to be given by the OSD Contract Manager for very specialized services.

Additional Information

Important Facts for Buyers:

Statement of Work (SOW) Requirements: This is a solution-based contract, the type of services and scope of work, will be generated on a case-by-case basis in a sub-agreement as the SOW. Contract users are required to use the posted SOW or their department's equivalent version before starting any project with a vendor. A copy of SOW can be located in the "Attachments" tab of each MBPO in COMMBUYS.

Business References: The Hiring Entity may require business references, as deemed appropriate.

Bonding: might be required and must be clearly declared in the SOW.

Rate Sheet: Ceiling Rates for all vendors can be located in the "Attachments" tab of each MBPO in COMMBUYS.

How to Purchase from PRF46 MBPO through COMMBUYS

- This contract was awarded to 51 vendors and there are 47 active vendors in COMMBUYS. Each vendor contract has been assigned a unique Master Blanket Purchase Order (MBPO) number. The list of active vendors and their respective COMMBUYS MBPO number is below.
- PRF46 requires hiring entities to solicit quotes from at least three vendors prior to issuing an order. Exemption to this requirement has to be given by the OSD Contract Manager for very specialized services.
- To facilitate quote requirements, please follow the guidance below on **How to Create a Bid from Scratch**
 - Create an Open Market Bid with “Purchase Type”→ “**Open Market**” and “Bid Type”→ “**Open**”
 - On the Bidders Tab, click the “**Restricted**” button and enter each bidder’s ID from the MBPO for this Statewide Contract.
 - Under the “Items” tab, create a new item using the same commodity/ UNSPSC code as the relevant item on the MBPO for this Statewide Contract.
 - Include specific product requirements for the order as an attachment and/ or as part of the item description(s).
 - Send the bid for approval
 - Once approved send out the bid to obtain quotes from bidders
- Once the bid has been evaluated and awarded, you will need to follow the steps below for instructions on **How to Create Release Requisitions** and place orders against the awarded bidders’ MBPO in COMMBUYS.

Once Logged into COMMBUYS, select DOCUMENTS > REQUISITIONS > NEW

- **General Tab**
 - In the drop-down menu for **Requisition Type**, be sure to select “Release.”
- **Items Tab**
 - Select **Search Items** and click the + to open **Advance Search** fields Next type “PRF46” into the **Description** field and Find It! (alternatively you can also search by Vendor Name)
 - Locate the chosen vendor under the **Any Vendor** heading and select them by the hyperlinked company name. This will refine the search results.
 - Review the **Item Description** to identify the correct category and service area of expertise.
 - Select and add **Quantity** for the category and service area of expertise.
 - Click **Add to Req. & Exit** or **Add to Req. & Next** if you need to add more categories.
 - For each line item added to the Requisition you will need to add Catalog Price/ Unit Cost. To do so click **Enter Info**. The Catalog Price/ Unit Cost should be the agreed upon charges for the services you have requested.
 - Click “Save &Exit”
- **In the Attachment Tab**, you will need to attach the following:
 - Statement of Work
 - Any other bid document (s) at your discretion
- **Summary Tab**
 - Review and Send for Approval
 - Once the Requisition has been approved, the user can then convert to PO and send the order to the vendor.

Vendor List and Contract information

Refer to COMMBUYS (www.COMMBUYS.com) website, click on "Advanced Search" then search by "Document Type," select "Contract/ Blankets," type in "PRF46" in the "Contract/ Blankets Description" search field to locate the appropriate Master Blanket Purchase Order (MBPO) for the **Awarded Vendors (48), listed below:**

Vendor	Contact Person	Email	Phone	MBPO Number	OSD Program
Abt Associates, Inc	Christina Anderson	BDU@abtassoc.com	617-349-2856	PO-14-1080-OSD01-OSD10-0000000160	PPD
Accenture	William Kilmartin	william.kilmartin@accenture.com	617-488-7785	PO-14-1080-OSD01-OSD10-0000000315	PPD
American Development Institute	John Rizzo	jrizzo@ad-institute.com	617-744-9234	PO-14-1080-OSD01-OSD10-0000001329	SBPP, PPD
Bailit Health Purchasing	Michael Bailit	jbailit@bailit-health.com	781-453-1166	PO-14-1080-OSD01-OSD10-0000000161	SBPP, PPD
Cambridge Systematics, Inc	Jennifer DiCarlo	prequalifications@camsys.com	617-354-0167	PO-14-1080-OSD01-OSD10-0000000320	PPD
CDW Consultants, Inc	Yee Cho	ycho@cdwconsultants.com	508-875-2657	PO-14-1080-OSD01-OSD10-0000000163	SBPP, SDO
Center for Ecological Technology	Nancy Nysten	nancyn@cetonline.org	413-445-4556	PO-14-1080-OSD01-OSD10-0000001328	
Commonwealth Management Services	Jeanne Benincasa	jbenincasa@commonwealthms.com	781-608-7753	PO-14-1080-OSD01-OSD10-0000001394	SDO, PPD
Debora Bloom Associates	Debora Bloom	DBloom@DBloomAssociates.com	617-323-6566	PO-14-1080-OSD01-OSD10-0000000167	SBPP, SDO, PPD
Dougherty Management Assoc	Richard Dougherty	dickd@dmahealth.com	781-863-8003	PO-14-1080-OSD01-OSD10-0000000209	SBPP, PPD
DSM Environmental Services, Inc	Ted Siegler	ted@dsmenvironmental.com	802-674-2840	PO-14-1080-OSD01-OSD10-0000000299	PPD
Eastern Research Group	Gail Schubert	gail.schubert@erg.com	781-674-7350	PO-14-1080-OSD01-OSD10-0000000211	PPD
Fortress, Inc.	Albert Samano III	asamano@fortressteam.com	512-248-0548	PO-14-1080-OSD01-OSD10-0000000215	SBPP, SDO, PPD
HDR Engineering, Inc	Kathy Duggan	kathy.duggan@hdrinc.com	617-357-7751	PO-14-1080-1080C-1080L-0000001311	SBPP, PPD
Heidi L. Hoffman	Heidi Hoffman	email@heidihoffman.net	617-720-7123	PO-14-1080-OSD01-OSD10-0000000217	SBPP, PPD
Hope Worden Kenefick Consulting	Hope Kenefick	hopewk@comcast.net	508-440-5050	PO-14-1080-OSD01-OSD10-0000001393	SBPP, PPD
HRP Associates Inc.	Jeffrey Sotek	jeff.sotek@hrpassociates.com	508-407-0009	PO-14-1080-OSD01-OSD10-0000000221	PPD
ICF International	Dean Gouveia	dean.gouveia@icfi.com	617-250-4240	PO-14-1080-OSD01-OSD10-0000000223	PPD
Industrial Economics, Inc	Kyle Barney	KBarney@indecon.com	617-354-0074	PO-14-1080-OSD01-OSD10-0000000224	PPD
Isurus Market Research and Consulting	John Cole	jcole@isurusmrc.com	617-547-2400		SBPP
Jane Moore Consulting	Jane Moore	jmooreconsulting@comcast.net	617-680-2508	PO-14-1080-OSD01-OSD10-0000000225	SBPP, SDO, PPD
JSI Research & Training Institute	Lori McGowan	lmcgowan@jsi.com	617-482-9485	PO-14-1080-OSD01-OSD10-0000000226	PPD
Justice Resource Institute	Andrew Pond	MARFP@jri.org	617-450-0500	PO-14-1080-OSD01-OSD10-0000000228	SDO, PPD
Kessler Consulting, Inc	Mitch Kessler	mk@kesconsult.com	813-971-8333	PO-14-1080-OSD01-OSD10-0000000307	PPD
Lynn Rose	Lynn Rose	lynnfaith@comcast.net	413-774-6540	PO-14-1080-OSD01-OSD10-0000000229	SBPP, PPD
M+R Strategic Services	Lori Fresina	lfresina@mrss.com	617-686-3625	PO-14-1080-OSD01-OSD10-0000000304	PPD
Mabbett & Associates, Inc	Paul Steinberg	steinberg@mabbett.com	781-275-6050	PO-14-1080-OSD01-OSD10-0000000231	SBPP, PPD
Mathematica Policy Research, Inc	Pamela Tapscott	rpfcenter@mathematica-mpr.com	202-484-9220	PO-14-1080-OSD01-OSD10-0000000232	PPD
MetaView Consulting & Coaching	Steve Frigand	sfrigand@metaviewcc.com	781-646-7180	PO-14-1080-1080C-1080L-0000001312	SBPP, PPD
Nancy LaPelle Consulting	Nancy LaPelle	nlapelle@comcast.net	508-305-2627	PO-14-1080-OSD01-OSD10-0000000233	SBPP, SDO, PPD
Navigant Consulting, Inc	Andrew Kinross	akinross@navigant.com	781-270-8486	PO-14-1080-OSD01-OSD10-0000000234	
NJL Communication	Nancy Lyons	nancy@njlcommunication.com	617-791-3993	PO-14-1080-OSD01-OSD10-0000001371	SBPP, PPD
Northeast Recycling Council	Lynn Rubinstein	n@nerc.org	802-254-3636	PO-14-1080-1080C-1080L-0000001313	PPD
Peregrine Energy Group, Inc	Paul Gromer	info@peregrinegroup.com	617-367-0777	PO-14-1080-OSD01-OSD10-0000000236	SBPP, PPD
Policy Studies Inc	Janie Faulk	smclaughlin@policy-studies.com	303-863-0900	PO-14-1080-OSD01-OSD10-0000000238	PPD
Reidy Associates	Deborah Reidy	deborah@reidyassociates.org	413-536-9256	PO-14-1080-OSD01-OSD10-0000001372	SBPP, SDO, PPD
SITEC Environmental, Inc	A. Raymond Quinn	rquinn@sitec-engineering.com	413-536-9256	PO-14-1080-OSD01-OSD10-0000000240	SBPP, PPD
Skumatz Economic Research Associates	Lisa Skumatz	skumatz@serainc.com	303-494-1178	PO-14-1080-OSD01-OSD10-0000001391	PPD
Synapse Energy Economics Inc	Melissa Schultz	mschultz@synapse-energy.com	303-494-1178	PO-14-1080-OSD01-OSD10-0000000242	SBPP, PPD
Tellus Institute	James Goldstein	jgold@tellus.org	617-266-5400	PO-14-1080-OSD01-OSD10-0000000243	SBPP, PPD
The Cadmus Group, Inc	David Beavers	compass@CadmusGroup.com	617-673-7000	PO-14-1080-OSD01-OSD10-0000000302	PPD
The Ripples Group	Thomas Innis	tinnis@ripplesgroup.com	617-435-8587	PO-14-1080-OSD01-OSD10-0000000245	PPD
UMass Donahue Institute	Laura Eve-Cowles	leve-cowles@donahue.umassp.edu	413-545-0001	PO-14-1080-OSD01-OSD10-0000000246	PPD
Ventana Systems, Inc	Mary Neil	mary@ventanasystems.com	413-567-7039	PO-14-1080-OSD01-OSD10-0000000301	SBPP, PPD
Weston & Sampson Engineers, Inc	Kimberly Plourde	plourdek@wseinc.com	978-532-1900	PO-14-1080-1080C-1080L-0000001314	PPD

Vendor	Contact Person	Email	Phone	MBPO Number	OSD Program
World Energy Solutions, Inc	Jonathan Harvey	jharvey@worldenergy.com	508-459-8100	PO-14-1080-OSD01-OSD10-00000000296	PPD

Strategic Sourcing Team Members

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